



Web Enabled Safety System



WESS **Module 2A**

How To **Access &** **Set Up An** **Account**



Access To WESS

www.safetycenter.navy.mil

Access the internet via Internet Explorer 5.5 (or Higher) only.

Enter the Safety Center website.

In the left menu list, click on "WESS -Online Reporting."

The screenshot shows the Naval Safety Center website. At the top is a navigation bar with links: Checklists | Downloads | Instructions | Presentations | Site Map | Search. Below this is a secondary navigation bar with links: Afloat | Ashore | Aviation | Magazines | ORM | OSH | Statistics. The main content area is divided into several sections. On the left is a 'Top Pages' section with a search box and a list of links including 'Photo of the Week', 'WESS - Online Reporting', '1,001 Success Stories', '2004 Safety Planner', 'Acquisition Safety', '50% Mishap Reduction', 'Exec. Safety Summary', 'Newsroom & Press Kit', 'N/MC Safety Council', 'Risk Management (ORM)', 'Safetyline eNewsletter', 'SafeTips', 'Spring Resources', 'Traffic Safety Toolbox', and 'What's New on our Site'. Below this is a 'Magazines' section with links for 'Approach' (Mar-Apr 2004), 'Sea&Shore' (Spring 2004), 'Mech' (Winter 2003), and 'Ground Warrior'. The central 'Safety in the Spotlight...' section features an article titled 'Shore Fire Departments Adjusting to National Fire Reporting System' with a sub-headline 'NFIRS National Fire Reporting System' and a photo of a firefighter. The article text reads: 'So just what is NFIRS and what can it do for emergency personnel?'. To the right of the article is a 'News & Articles' section with links to 'Hot! Sea&Shore Magazine Story Contest', 'Training Pays Off', 'Motorcycle Safety', 'Nightdippers' Celebrate 10 Years of ORM Excellence', and 'Pearl Harbor- No Restraints on Curbing Traffic Safety'. On the far right are three vertical menu sections: 'Shore Safety' (Explosives/Ordnance, Fire Data Analysis, High Risk Training, Motor Vehicle, Recreation, Tactical), 'Aviation Safety' (Aeromedical, BASH, Data Analysis, Maintenance, Operations), and 'Afloat Safety' (Diving, Submarine, Surface Warfare). At the bottom right is a 'Marine Corps Safety' section (Marine Safety Division, Marine Corps Instructions, Ground Warrior Magazine). A 'Services' link is at the bottom left, and a 'Site Map >>' link is at the bottom right.

Naval Safety Center

Checklists | Downloads | Instructions | Presentations | Site Map | Search

Afloat | Ashore | Aviation | Magazines | ORM | OSH | Statistics

Safety in the Spotlight...

Shore Fire Departments Adjusting to National Fire Reporting System

So just what is NFIRS and what can it do for emergency personnel?

News & Articles

- **Hot! Sea&Shore Magazine Story Contest** - Here's your chance to contribute to our new magazine.
- **Training Pays Off** - Countless training flights pay off when weather turns hazy and crew has to rely of their training to make a tough landing.
- **Motorcycle Safety** - A message sent by COMNAVSURFOR San Diego that should be read by everyone who rides a motorcycle, on or off-duty.
- **'Nightdippers' Celebrate 10 Years of ORM Excellence**
- **Pearl Harbor- No Restraints on Curbing Traffic Safety**

Shore Safety

- Explosives/Ordnance
- Fire Data Analysis
- High Risk Training
- Motor Vehicle
- Recreation
- Tactical

Aviation Safety

- Aeromedical
- BASH
- Data Analysis
- Maintenance
- Operations

Afloat Safety

- Diving
- Submarine
- Surface Warfare

Occ. Safety & Health

- Civilian Communities
- Lost Work Day Data
- Ergonomics
- Shore OSH
- Afloat OSH
- Ground/Marine OSH

Marine Corps Safety

- Marine Safety Division
- Marine Corps Instructions
- Ground Warrior Magazine

Magazines

- Approach
- Mar-Apr 2004
- Sea&Shore
- Spring 2004
- Mech
- Winter 2003
- Ground Warrior

Search

Top Pages

- Photo of the Week
- WESS - Online Reporting
- 1,001 Success Stories
- 2004 Safety Planner
- Acquisition Safety
- 50% Mishap Reduction
- Exec. Safety Summary
- Newsroom & Press Kit
- N/MC Safety Council
- Risk Management (ORM)
- Safetyline eNewsletter
- SafeTips
- Spring Resources
- Traffic Safety Toolbox
- What's New on our Site


Services

Site Map >>



WESS Initial Login Screen

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 **WESS**
Naval Safety Center

Activities


User Name

Password

Login

[Request New Account](#)
[Forgot WESS Password](#)

WESS Test Version #: 1.1.6


Web Enabled Safety System WESS

US DEPARTMENT OF DEFENSE WARNING STATEMENT

This is a Department of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U. S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DoD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or adverse action. Use of this system constitutes consent to monitoring for these purposes.

Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (DSN 564)

Click on "Request New Account" to open the Registration Form.

The next screen to appear will be the Initial WESS System Login Screen.


New Users:
Click "Request New Account"

Current Users:
Enter User Name and Password

Need Password Hints? Click on "Forgot WESS Password"



WESS Terms and Conditions



WESS Account - Usage Terms and Conditions

[Help](#)

Activities
[Return Home](#)
[Maintain Account](#)

TERMS AND CONDITIONS FOR WESS ACCOUNT REQUEST

Ref: (a) OPNAVINST 5239.1A
(b) SECNAVINST 5239.2
(c) COMNAVSAFECENINST 5239.1D
(d) SECNAVINST 5720.47 dtd 7/99

1. When accessing the Naval Safety Center's WESS system, I understand it is **MANDATORY** that I use all Information System (IS) **EQUIPMENT and SOFTWARE** in accordance with the above references, current copyright laws, and IS security guidelines established by the Department of Defense.

2. Passwords issued to individuals are unique identifiers of that individual's authority and privilege. The individual's assigned password will be the only allowable method of entering the AIS network through remote terminals. An individual's password is critical and must be protected by the individual who has the responsibility and the obligation to maintain his/her password integrity.

3. You are required to change your password after initial login and every ninety days thereafter. The rules for changing your password at initial login will be displayed when you select the 'Change Login Password' option on the first WESS menu.

4. Compromise or suspected compromise of a given password must be reported to the Terminal Area Security Officer or the Assistant Terminal Area Security Officer. The compromised password must be changed as soon as possible using the '**Change Password**' option.

5. The information contained in this site is not to be released to any other activity or organization, or used for any purpose other than safety, without the written permission of Commander, Naval Safety Center.

Response ☒ Accept ☐ Decline

The Terms and Conditions for Access will appear. The regulations are outlined and rules regarding Passwords and Security, and the information needed to apply for an account.

Read the Usage Terms and then Click the "Accept" bubble and "Submit" to open the Registration Form.



WESS User Registration Form

Request New User Account

[▶ Help](#)

First Name *

Middle Name

Last Name *

Rate/Rank/Grade *

Position *

Command PLA *

Official Email Address *

Official Mailing Address (press Shift-Enter at end of each line) *

Naval Station
1 Cold Iron Way
Anywhere, CF 99999-0000

Telephone *

DSN

After accepting the Terms and Conditions, the New User Account Registration Form will appear.

Enter the User Information requested on the Registration Form. Mandatory entry fields are marked with an asterisk.

Scroll down to continue



User Registration Form (Continued)

At the center of the form, indicate the activity Safety Authority approving your registration and a justification.

Safety Authority Name *

Safety Authority Official Email *

Safety Authority Telephone *

Safety Authority DSN

Request Justification * Injury & Illness Reporting & Recordkeeping

Challenge Question * What Is The City Of Your Birth?

Challenge Answer * What Is The City Of Your Birth?

What Is Your Mother's Maiden Name?

What Is Your Pet's Name?

What Is Your Favorite Color?

Fido

Request WESS Disconnected System CD (CD's are Limited to Fleet and Field Units Who Lack Internet Access.) * ☐ Yes ☒ No

Back

Next

At the bottom, select a "Challenge" Question from the drop down bar, and enter the answer that you will remember.

Click the button to indicate whether you need CD-ROM capability (e.g, Ships)

Click "Next"

User Registration – WESS-DS

WESS-DS Disconnected System CD-ROMs

WESS-DS is a MS Access database application which allows ships and field units, either lacking or having difficulty accessing real-time Internet capability, to enter and transmit reports to the Safety Center via E-mail attachments. An accurate mailing address on the registration form is essential to ensure receipt of the CD-ROM. WESS-DS can also be downloaded from the Safety Center's web site.

Request WESS Disconnected System CD (CD's are Limited to Fleet and Field Units Who Lack Internet Access.) * ☐ Yes ☒ No

Back Next

Indicate whether you need CD-ROM capability (e.g, Ships)
Click Next



Unit Identification Code

User Command UIC

[▶ Help](#)

UIC (Navy) or **MCC/RUC** (Marine)

NOTE: Enter the Unit Code -- **OR** -- a complete or partial activity name.

If entering a partial activity name, please read the following search suggestions:

Detachments - Use acronym of activity type (*EODMU, FASOTRAGRULANT*) or detachment location (*Crane, Keflavik, Norfolk*)

Ships and Submarines - Omit the preface of USS (*RONALD REAGAN, OHIO*)

Shore - Use root word of activity name (*safety, hospital, exchange, base, air station*) or activity location

Squadrons - Use "squadron" spelled out followed by a space and a number (*SQUADRON 85*). To further reduce the number of selections returned, preface with squadron type (*FIGHTER SQUADRON, RESCUE SQUADRON, TRANSPORT SQUADRON, LOGISTICS SQUADRON*)

Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in the Number or Name field and clicking the 'Next' button will not save your entry.

UIC or MCC/RUC Number

63393

Activity Name

Search

Next enter the Numeric Command Code or a complete or partial activity name, Acronym or PLAD and Click on "Search".



User Command Search By UIC

User Command UIC

[▶ Help](#)

UIC (Navy) or **MCC/RUC** (Marine)

NOTE: Enter the Unit Code -- **OR** -- a complete or partial activity name.

If entering a partial activity name, please read the following search suggestions:

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Note: You must make an entry, click the 'Search' button, and then choose your entry. Typing an entry in the Number or Name field and clicking the 'Next' button will not save your entry.

UIC or MCC/RUC Number

Activity Name

Select Activity

☒ NAVAL SAFETY CENTER NORFOLK VA - N63393

WESS will search for the information you entered and compile a list of corresponding Command Names or UIC/MCC/RUCs.

Click on the bubble adjacent to your selection, and

Click "Next"

UIC Search By Command Name or Fragment

Search Tip: The asterisk (*) Wild Card is Useful when searching by text. Note that “Naval Center” locates only commands having those exact words in sequence, e.g. “Naval Center for Excellence”.

“Naval*Center” locates names with these words, in sequence, anywhere in the name. Eg, Naval Dental Center, Naval Medical Center, Naval Safety Center, etc.

Search

Select Activity

- ☐ LNO NAVAL OCEAN SYSTEMS CENTER - ML9S87272
- ☐ MISC HM TRNG NATIONAL NAVAL MEDICAL CENTER - N32959
- ☒ NATIONAL NAVAL DENTAL CENTER BETHESDA MD - N0608A
- ☐ NATIONAL NAVAL DENTAL CENTER TRAINING BETHESD - N48463
- ☐ NATIONAL NAVAL MEDICAL CENTER BETHESDA MD - N00168
- ☐ NAVAIRSYSCOM NAVAL AIR TRNG CENTER A-12 OFC - N48301
- ☐ NAVAL & MARINE CORPS RESERVE CENTER ALBANY NY - B61861

Alternatively, If the UIC, MCC, or RUC is unknown, WESS will allow you to search by Command Name, Name Fragment, or Message Address, Short Title (PLAD).

Click on the bubble adjacent to your Command and UIC selection, and Click “Next”

User Group Membership



Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

User Group Membership.

[Return Home](#)

☒ WESS

☐ BASH Users

[Help](#)

[Back](#) [Next](#)

Now Select the User Groups you wish to join.

At this time, there are two databases, the WESS Injury & Illness Group and the Aviation Bird/Animal Strike Hazard (BASH) Group. Select the Group(s) of interest (e.g. Aviation Squadrons will need access to both databases.) Then Click "Next".

Account Request Summary

Account Request Summary.

[▶ Help](#)

An email requesting email address verification will be sent to you. Once you have verified your email address, your request will be forwarded to your Safety Authority for approval. Once your supervisor approves the request, you will receive a confirmation email message from the WESS Administrator. This will provide a unique user id and temporary password. The email will also include system access instructions.

First Name	<i>Izzy</i>
Middle Name	<i>Un</i>
Last Name	<i>Safe</i>
Rate/Rank/Grade	<i>GS-15</i>
Position / Title	<i>OSH Specialist</i>
Command UIC	<i>N63393 -NAVAL SAFETY CENTER NORFOLK VA</i>
Command PLA	<i>NAVSTA Anywhere</i>
Official Email Address	<i>charles.almond@navy.mil</i>
Official Mailing Address	<i>Naval Station 1 Cold Iron Way Anywhere, CF 99999-0000</i>
Telephone Number	<i>800-555-1212</i>
DSN Number	<i>999-1212</i>
Safety Authority Name	<i>Charlie Kiriakou</i>
Safety Authority Official Email	<i>charles.kiriakou@navy.mil</i>
Safety Authority Phone	<i>757-444-3520 x7303</i>
Safety Authority DSN	<i>564-3520 x7303</i>
Justification	<i>Injury & Illness Reporting & Recordkeeping</i>
Notification Access	<i>Notification Not Requested</i>
Privileged Account	<i>Privileged Account Not Requested</i>
Request WESS Disconnected System CD	<i>WESS Disconnected System CD Not Requested</i>
Challenge Question	<i>What is your mother's maiden name?</i>
Response	<i>Fido</i>

[Continue](#)

The Application Form is now complete and a Summary of the User Information is Displayed.

If any of the Data was Entered incorrectly, go Back and Correct it.

Then Click "Continue".



Email Verification Notice

From: NRFK_SAFE_WESSAdmin
To: Almond, Charles M NAVSAFECEN
Cc:
Subject: WESS Account Request - Do Not Reply

Sent: Mon 5/10/2004 11:18 AM

DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399

From: Naval Safety Center, Norfolk

To: Charles Almond

Subject: WESS Account Request Confirmation

The Naval Safety Center has received your request for a WESS account. Your request will be routed through the approval chain. Charles, we will notify you when your account has been established. **Please click the following link to verify your e-mail address:**

[Confirm Email](#)

Please note that your account request will not be processed until you verify your e-mail address.

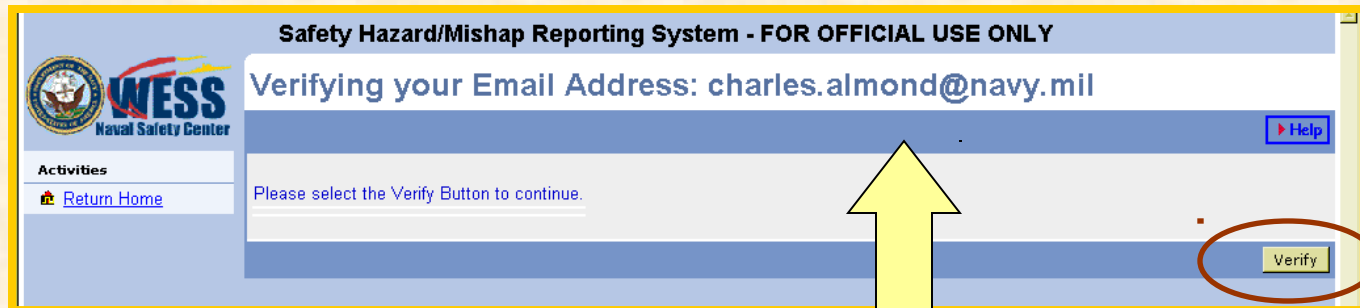
The Naval Safety Center
WESS Administrator

WESS will begin to process your account request. You may close your web browser now, if you wish.

You will first receive an Email to your Outlook Email Address asking you to confirm that the Email Address is Correct.

Click "Confirm Email" and an automated reply will be sent.

Email Address Verification



Clicking the confirm email link opens your web browser and The WESS Email Verification screen will appear.

If the address shown is correct,

Click "Verify".

Thank You For Your Account Request

From: NRFK_SAFE_WESSAdmin
To: Almond, Charles M NAVSAFECEN
Cc:
Subject: Email confirmed for Charles Almond - Do Not Reply

Sent: Mon 5/10/2004 11:21

DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399

From: Naval Safety Center, Norfolk

To: Charles Almond

Subject: E-mail Address Verified

Thank you for verifying your e-mail address. Your request has been forwarded to your safety authority, Charlie Kiriakou, at charles.kiriakou@navy.mil. After your safety authority approves the request, you will receive a confirmation e-mail containing the status of your account request.

Thank You,

The Naval Safety Center
WESS Administrator

WESS will receive the Email Verification Notice and will send Confirmation that the Request has been forwarded to Your Activity Safety Authority or Supervisor for Approval.

You may close your Browser and the WESS site at this time and await further Email Notification.



Command Approval Notice

From: NRRK_SAFE_WESSAdmin
To: Almond, Charles M NAVSAFECEN
Cc: Kiriakou, Charles M. CIV NAVSAFECEN 50B
Subject: WESS Account Request Status - Do Not Reply

Sent: Mon 5/10/2004 11:40 AM

DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399

From: Naval Safety Center, Norfolk

To: Charles Almond

Subject: Wess Account Request

Your safety authority has approved your request for a new WESS account. The request has been forwarded to the WESS administrator for final approval and account creation. Charles, you will receive an e-mail message at charles.almond@navy.mil after the account is created.

The Naval Safety Center
WESS Administrator

Once your Command Safety Authority approves your request, WESS will send another Status Notice to your Outlook Email account.

WESS will now establish your Account.



Your WESS Account Is Activated

From: NRFK_SAFE_WESSAdmin
To: Almond, Charles M NAVSAFECEN
Cc:
Subject: WESS Information - Do Not Reply

Sent: Mon 5/10/2004 11:42 AM

DEPARTMENT OF THE NAVY
NAVAL SAFETY CENTER
375 A STREET
NORFOLK, VIRGINIA 23511-4399

From: Naval Safety Center, Norfolk

To: Charles Almond

Subject: New WESS Account Created

The Naval Safety Center has created a WESS account for you. To access the account, please use the following user name and password:

User Name: **cmalmond**

Password: **g7pEY39XYBma92e**



Please note this is a temporary password and is not secure. You should change it as soon as possible.

User Tip: To Avoid Retyping,
Highlight and Copy Your Temporary
Password.

Then, Log in to WESS and Paste it
into the Password space.

Once WESS has established
your account, a Final Email
will be sent to you,
containing your new USER
NAME and a TEMPORARY
PASSWORD.


This Password will only
remain active for 24 hours.

You may now log in to the
WESS system and you will
be prompted to
immediately change your
Password.



Initial Access to Your Account

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

 **WESS**
Naval Safety Center



Activities

User Name

Password

[Request New Account](#)
[Forgot WESS Password](#)

WESS Test Version #: 1.1.6

 **Web Enabled Safety System** **WESS** 

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Contact the [WESS Help Desk](#) at (757) 444-3520 x7048 (D)

User Tip: To Avoid Retyping,
Highlight and Copy Your Temporary
Password.

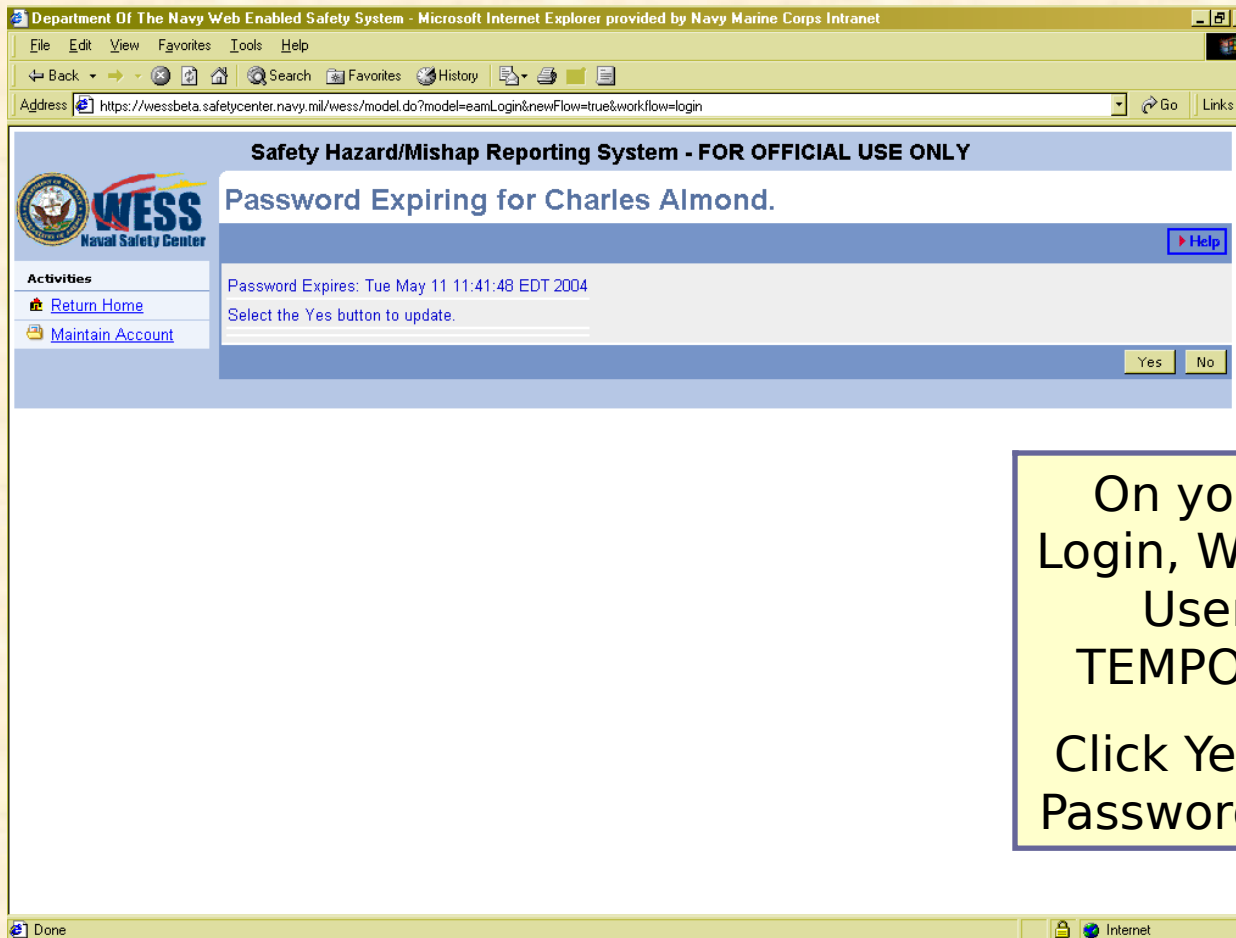
Click on "Login" to Enter WESS.

Once WESS has established
your account, a Final Email
will be sent to you,
containing your new USER
NAME and a TEMPORARY
PASSWORD.

This Password will only
remain active for 24 hours.

You may now log in to the
WESS system and you will
be prompted to
immediately change your
Password.

Changing Your Temporary Password



On your first successful Login, WESS will prompt the User to Change the TEMPORARY PASSWORD.

Click Yes to Create a New Password of Your Choosing.



Selecting a New Password

When the User Account Application is processed, the system will generate an Account Notification Form.

The Reply will indicate the USER ID and a Temporary Password, which must be changed to a Password of the User's choice within 24 Hours.

The Password must have the following Characteristics:

- Must be at least 8 characters in length
- Must contain at least one Upper Case character
- Must contain at least one Lower Case character
- Must contain at least one Numeric character, and
- Must contain at least one Special character (e.g, *,@,\$ or &)



Your WESS Account Is Activated

Department Of The Navy Web Enabled Safety System - Microsoft Internet Explorer provided by Navy Marine Corps Intranet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste

Address http://26yourchoice%3Dyes%26workflow_index%3D1&COMMAND_command_0=+Yes+&PARAMS_command_1=model%3DeamLogin%26yourchoice%3Dno%26workflow...

Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

Change Password for User Account Charles Almond

WESS
Naval Safety Center

Activities

[Return Home](#)

[Maintain Account](#)

Password may only be changed once within a 24-hour period.

Entry Note: Valid Passwords must have a minimum length of 8 characters, contain at least one upper case letter, at least one lower case letter, at least one numeric character, and at least one special character, i.e., [!@#%&*0_~\|/;:',<.>^?]

Enter Old Password:

Enter New Password:

Verify New Password:

User Tip: To Avoid Retyping, Highlight and Copy Your Temporary Password. Then, Log in to WESS and Paste it into the Password space.

Submit Cancel

Enter your TEMPORARY
PASSWORD, create and
confirm a New Password.

The Password must meet the format required in the New Account Notification.

Click “Submit”

User Tip: To Avoid Retyping,
Highlight and Copy Your Temporary
Password.


Then, Log in to WESS and Paste it into the Password space.

Logging in to the WESS System

WESS will process your new password and return you to the Login Screen.

In the left frame, Enter your User Name & the New Password you selected, using the Tab key or clicking on the spaces.

Click on "Login".



Activities

User Name

Password


Login

[Request New Account](#)

[Forgot WESS Password](#)


Safety Hazard/Mishap Reporting System - FOR OFFICIAL USE ONLY

WESS Test Version #: 1.1.6



**Web Enabled
Safety System**

WESS



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More Modules

For information on Maintaining Your Account,

[Continue to Module 2-B.](#)

To learn about the Initial Class A/B Mishap Notification
process,

[Continue to Module 3](#)



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